

# New Employee Orientation Checklists

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## Health Benefits Checklist

BCBS	Coventry/PHS	UHC	Dental	Vision
Plan A	Plan A	Plan A		Basic
Plan B	Plan B	Plan B		Enhanced
Plan C	Plan C	Plan C		

<b>Employee Category</b>	
Employee Only	
Employee + Spouse	
Employee+ Child(ren)	
Employee + Family	
Waive Medical Coverage	
<b>Healthy Kids *</b>	
<b>Flexible Spending Account</b>	

\* Must use online enrollment form – nothing to turn in to HR Rep.

Dependent Information	Date of Birth	SS #
#1		
#2		
#3		
#4		
#5		

<b>Dependent Supporting Documents:</b>	
Marriage License	
Birth Certificate(s)	
Petition for adoption	
Legal Custody or Guardianship	
Court Order	
Pages 1 & 2 of current Tax filing	

## KPERS Benefits

Designation of Beneficiary Form	
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# Forms Checklist

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Step 1	Complete New Hire On-line Orientation
Step 2	Complete the Benefits Checklist and gather all required Documents/Forms
Step 3	Complete the Forms Checklist
Step 4	Hand-Deliver documents or before first day of work to HR Rep

## Benefits

Required Documents to be submitted to HR Rep	How to submit
Health Insurance Enrollment Form	Hard Copy to HR Rep
Marriage Certificate and/or Birth Certificates for all covered dependents	Hard Copy to HR Rep (Copies Permitted)
Original signed SS Card for Employee	Hard Copy to HR Rep (Verification Purpose)
SS#'s for all covered dependents	Input on Enrollment Forms

## Direct Deposit

Required Documents to be submitted to HR Rep	How to submit
Direct Deposit Enrollment Form	Hard Copy to HR Rep
Voided Check or Deposit Slip	Hard Copy to HR Rep

## Employee Personal/Emergency Information

Required Documents to be submitted to HR Rep	How to submit
Employee Data Sheet	Hard Copy to HR Rep

## I-9 Employment Eligibility Verification

Required Documents to be submitted to HR Rep	How to submit
I-9 Form	Hard Copy to HR Rep
Required Form(s) of Identification	Hard Copy to HR Rep (Verification Purpose)

## KPERS

Required Documents to be submitted to HR Rep	How to submit
Designation of Beneficiary Form	Hard Copy to HR Rep

## Withholding Information

Required Documents to be submitted to HR Rep	How to submit
W-4 Federal Withholding Form	Hard Copy to HR Rep
K-4 Kansas Withholding Form	Hard Copy to HR Rep

## Agreement to Comply

Required Documents to be submitted to HR Rep	How to submit
Signed Agreement to Comply Form	Hard Copy to HR Rep